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**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
OFFICE OF MANAGEMENT AND FINANCE

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## HUMAN RESOURCES MEMORANDUM NO. 2012-010

**TO:** All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

**FROM:** Rikki Nicole David, PHR <sup>(RND)</sup>  
Human Resources Director

**SUBJECT:** Performance Evaluation System (PES)

**DATE:** March 26, 2012

Effective July 1, 2012, the Department of State Civil Service (DSCS) is instituting a new Performance Evaluation System (PES), which will replace the current Performance Planning and Review (PPR) System. The objective for change to the performance evaluation system is to align individual goals and expectations to agency goals. The below table identifies the major element changes in the new performance evaluation system, to include:

	<b>Performance Planning and Review (PPR)</b>	<b>Performance Evaluation System (PES)</b>
<i>Terminology changes:</i>	Rating session Planning session Rating supervisor Merit increase	Performance evaluation Performance plan Evaluating supervisor Performance adjustment
<i>Form format:</i>	10 pages – Fill-able, but not expandable, Word document	2 pages – Fill-able Word document with ability to expand as needed for additional expectations and/or comments
<i>Number of rating/evaluation tiers:</i>	5-tiers: Outstanding; Exceeds Expectations; Achieves Expectations; Needs Improvement; and Poor	3-tiers: Exceptional; Successful; and Needs Improvement/Unsuccessful

	<b>Performance Planning and Review (PPR)</b>	<b>Performance Evaluation System (PES)</b>
<i>Mandatory factors:</i>	<p>Six required factors for all employees: Work Product; Dependability; Cooperation; Adaptability; Communication and Daily Decision-Making</p> <p>Two additional required factors for supervisors: Work Group Management and Leadership; and Performance Planning and Review</p>	<p>Two required categories of expectations: Work; and Behavior</p> <p>Within the “Work” category, each supervisory employee must be evaluated on his/her administration of the performance evaluation system</p>
<i>Numerical scale:</i>	Each factor is rated 1, 2, 3, 4, or 5, then totaled and averaged to determine an overall score	No numerical rankings; the overall performance evaluation (exceptional; successful; or needs improvement/unsuccessful) is determined by a qualitative assessment of the employee’s overall performance by the evaluating supervisor
<i>Rating/evaluation year:</i>	The calendar year up to and including the anniversary date (i.e., if 4/15 anniversary date, rating period is 4/16 – 4/15)	Based on Fiscal Year (FY) – July 1 through June 30 each year
<i>Rating/evaluation period:</i>	60 days prior through the employee’s anniversary date	July 1 – August 31 following the evaluation year that just ended
<i>Rating/evaluation effective date:</i>	Employee’s anniversary date	Focus date for all employees -- July 1
<i>Planning period:</i>	Up to 30 days following anniversary date	Up to 30 days following evaluation period – July 1 through September 30
<i>Approval by the employee’s 2<sup>nd</sup> line supervisor prior to conducting rating/planning:</i>	Optional, based on agency procedures	Mandatory; the 2 <sup>nd</sup> line supervisor is referred to as the Second Level Evaluator
<i>Effective date of pay increase:</i>	Employee’s anniversary date	Focused pay date – October 1 each year
<i>Effect of failure to rate employee</i>	Rating supervisor is ineligible for merit increase	Evaluating supervisor <u>and</u> second-level evaluator are ineligible for performance adjustment
<i>Required documentation attached to rating:</i>	None	Documentation must be attached to support an evaluation of “Needs Improvement/Unsuccessful” or “Exceptional.” Examples of required documentation include emails, performance notes, counseling/discipline letters, etc.

	<b>Performance Planning and Review (PPR)</b>	<b>Performance Evaluation System (PES)</b>
<i>Mandatory training:</i>	Instructor-led PPR class for supervisors to be completed within first 3 years of becoming a supervisor	Online PES Supervisors class for all evaluating supervisors and second-level evaluators by December 31, 2012; if hired/promoted to a supervisor after 12/31/12, has 60 days to complete online class
<i>If dissatisfied with his/her rating, employee may:</i>	Request an agency review for any overall Rating (i.e., Outstanding, Exceeds Expectations, Achieves Expectations, Needs Improvement, or Poor)	Request an agency review only if the evaluation is “Unrated” or “Needs Improvement/ Unsuccessful”
<i>Deadline to request an Agency Review:</i>	Up to 15 days after anniversary date	Up to 15 days after rating period ends – September 15

As the effective date nears, we will be issuing a new OLG/DCRT policy in order to outline agency-specific requirements for the administration of the new performance evaluation system by our evaluating supervisors and second-level evaluators.

### ***Timeline***

The following is a timeline to identify important, upcoming dates relative to the new performance evaluation system:

3/8/2012	PES Basics online class (Optional) made available in the Louisiana Employees Online (LEO) system for all OLG/DCRT employees.
5/8/2012	PES Supervisors online class (Mandatory) to be released in LEO system.
6/21/2012	PES Forms online class (Optional) to be released in LEO system.
7/1/2012	PES Planning period for FY12-13 begins
9/30/2012	PES Planning period for FY12-13 ends
10/1/2012	Effective date of performance adjustment ( <b>IF Civil Service authority and budgetary funding are available</b> ); <i>eligibility for this performance adjustment is based on the employee's official PPR Rating as conducted for his/her anniversary date during FY11-12.</i>
12/31/2012	Deadline for completion of mandatory PES Supervisors class by <u>all</u> evaluating supervisors and second-level evaluators
7/1/2013	PES Evaluation period for FY12-13 begins PES Planning period for FY13-14 begins
8/31/13	PES Evaluation period for FY12-13 ends
9/30/2013	PES Planning period for FY13-14 ends

### ***Transition Period***

For anniversary dates through June 30, 2012, supervisors **must** continue to conduct Rating sessions with his/her subordinate using the Performance Planning and Review (SF-15) form. In accordance with PPM #10, the requirement that such Ratings are date-stamped in the Human Resources Division one (1) week in advance of the Civil Service due date remains in effect.

However, effective immediately, supervisors are no longer required to conduct Planning sessions during this transition period. Since the planning period for the new PES system begins on July 1, 2012, at which point each supervisor will develop a performance plan for each of his/her subordinates utilizing the PES form, the completion of a PPR Planning is unnecessary.

### ***Questions***

For questions regarding the new Performance Evaluation System and/or the transition period leading up to it, please feel free to contact:

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Supervisors, please make this information available to your employees who may not have email access.

RND:ch

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